Injury Reporting, Records and Near-Miss Follow-Through

TOPIC 10 / WRITTEN LESSON



Keep emergency care, serious-incident reporting, claims and recordkeeping as distinct tasks.

Protect people and assign owners

Follow the site emergency process and obtain appropriate care. Assign a person to control additional exposure and a separate owner for required notifications. A workers' compensation claim and a DOSH serious-incident report are different processes; do not wait for a claim number to examine an immediate reporting duty.

Use Washington's reporting triggers

Washington L&I states an eight-hour reporting period for a work-related fatality or inpatient hospitalization and a 24-hour period for a non-hospitalized amputation or loss of an eye. Its serious-incident line is 1-800-423-7233. Check the current instructions for timing, when the employer learns of an event and the actual trigger. This line does not replace emergency dispatch.

Determine the separate recordkeeping duties

Check whether the establishment must keep OSHA 300/301 records and the annual 300A summary, or whether an exemption or specific agency request applies. For covered employers, the 300A posting period is February 1 through April 30. Electronic-submission criteria are another review; they are not the same as the decision to keep records. A recordkeeping exemption does not erase serious-incident reporting duties.

Learn without blame or exposure of private information

Record factual observations and preserve appropriate evidence. Review near misses as opportunities to identify system contributors and assign corrections. Do not place personal diagnoses or detailed medical records on a public meeting log. Verify whether the control worked, not simply whether a reminder was sent.

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TOPIC 10 / INSPECTION AND EVIDENCE



What an inspector may review

- Timely applicable serious-incident notification
- Correct recordkeeping/posting/submission determination
- Fact-based investigation and required documentation
- Verified correction of contributing conditions

Records and evidence to locate

- Emergency/reporting owner and backup
- Trigger, discovery/notification time and report reference
- Recordkeeping applicability and protected record references
- Near-miss investigation and effectiveness check

Typical gaps to correct

- Waiting for claim paperwork before reviewing a serious report
- Missing required injury records or posting
- Closing an investigation with blame or an unverified reminder

Worked example - fictional Harbor Supply

A Harbor supervisor starts claim paperwork after a serious incident and assumes it also notifies DOSH.

The team follows emergency care and protection procedures, checks the applicable serious-report trigger and timing, and assigns an owner for that report. It separately manages claim follow-up, recordkeeping and factual investigation without putting medical details in meeting minutes.

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TOPIC 10 / FACILITATOR KIT



Before the meeting

Choose a relevant, safe example; check the current rules and site procedure. Review open hazards, recent investigations and the prevention program. Arrange language or accessibility support.

0-3

State the topic, review previous corrective actions, and invite worker observations without retaliation.

3-10

Use the lesson and the worked example. Ask workers to identify the exposure, the control and the responsible person.

10-17

Use a fictional incident timeline to assign emergency, reporting, claim and recordkeeping owners. Do not use a real employee's medical information.

17-20

Use the teach-back questions. Record actual attendees and topics, assign actions and a verification date. This 20-minute agenda is a suggested teaching plan, not a universal meeting-frequency rule.

Teach-back discussion

- Which notification is separate from a claim?
- When did the employer learn the reportable facts?
- What correction needs an effectiveness check?

Use actual attendees and topics in the meeting record. Do not enter private medical details here or treat a fictional exercise as proof of a real correction.

Official references

L&I serious incident reporting and injury records

WAC 296-27: injury and illness records

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TOPIC 10 / FILLABLE WORKPLACE EXERCISE



Use the fictional example first. Keep real personnel and medical records in your approved secure systems.

Site / department / task

Actual observation and evidence reference

Workers consulted / language needs

Existing control and observed gap

Protective action and responsible person

Due date / verification method

What changed / remaining concern / follow-up date

Explain it back

Which notification is separate from a claim?

When did the employer learn the reportable facts?

What correction needs an effectiveness check?